

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 6	Number 2	Effective Date 01/09/12	Review Date 2015
Subject INCIDENT-BASED REPORTING (IBR)			☐ New Order ☒ Replaces <i>G.O. 6-2, (02/28/07)</i> <i>E.O. #07-09, (08/16/07)</i> <i>E.O. #08-16, (09/12/08)</i>
References VLEPSC <i>ADM.25.01a, ADM.25.06, ADM.25.07a, ADM.25.07b, ADM.25.07c, OPR.02.03a</i> <i>CALEA 82.2.2a, 82.2.3, 82.2.1a, 82.2.1b, 82.2.1c, 82.2.1d, 82.2.1e</i> VSP Incident-Based Guide Manual IBR & MFR Training Manual Supervisor's MFR Manual			
 Chief of Police or Designee		01/09/11 Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for submission and processing of Incident-Based Reports (IBR).

II. POLICY

Members of the Richmond Police Department will complete and maintain an Incident Based Report (IBR) on all incidents. Reports shall be entered into the Records Management System (RMS) by officers using Mobile Field Reporting (MFR). If computer equipment is unavailable and/or there has been a catastrophic system failure then a report shall be completed on the appropriate hard copy reporting forms. When entered using MFR, the report will be checked against IBR rules, submitted to and approved by the appropriate supervisor electronically. All paper reports will be submitted to the appropriate supervisor for review. If approved, they will be forwarded to the reporting Precinct's Differential Police Response (DPR) Officer or Administrative Program Support *Assistant (APSA)* to be entered using MFR. If personnel are not available at the Precinct to input the paper report, it shall be forwarded to Data Operations to be entered into the Department's Records Management System (RMS). All validated reports will be submitted monthly to the State of Virginia's Central Criminal Records Exchange. MFR and the RMS are available to officers 24 hours a day. All RPD officers have access to the Virginia State Police Incident-Based Guide Manual, the IBR and MFR Training Manual and the Supervisor's MFR Manual which are located on the public X drive under X:\Publications\Reporting Training Manuals.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling **and/or** disciplinary action is initiated.

IV. OVERVIEW/BACKGROUND

- A. In 1985, the Federal Bureau of Investigation (FBI) introduced a new method for reporting crime in the United States called the National Incident-Based Reporting System (NIBRS). In 1999, the Department changed its reporting practices from the Offense and Miscellaneous Reports (narrative in nature) to the IBR (statistical in nature). This allows the Department to accurately monitor the dimensions and trends in crime as a result of the collection of extensive data. In 2004, the Department started entering IBRs using Mobile Field Reporting (MFR) which enables officers to enter crime reports electronically.
- B. There are two types of reports, the IBR and the IBR Supplemental Report, which is used to collect additional information after the original IBR has been submitted. Detailed instructions on properly completing the paper or electronic reports are given in the Department's IBR and the MFR Training Manuals.
- C. Missing Persons and Runaway Reports will be completed on paper forms to ensure that a signature(s) can be obtained.
- D. Additional forms may be required for other offenses such as:
 - 1. Death Offenses require the completion of a Death Report Summary Form ***which is to be completed electronically from the Death Investigation button on page 2 of the incident report in MFR.***
 - 2. Domestic Assault Offenses require the completion of a Family Abuse Form ***which is to be completed electronically from the Domestic Violence button on page 2 of the incident report in MFR.***
- E. ***Every IBR requires a case status code. The Richmond Police Department uses eight status codes:***
 - 1. ***Pending Initial – Every IBR needs to be reviewed and reclassified from the “pending initial” status within 10 days of receiving the report.***
 - 2. ***Pending Active – IBR is subject to an active on-going investigation. The assigned detective shall make this determination and modification.***
 - 3. ***Pending Inactive – IBR investigation has been initiated, but cannot be completed (i.e., due to lack of victim response). The assigned detective shall make this determination and modification.***

4. *Pending Screened – IBR was reviewed and there is no further avenue of investigation. The assigned detective shall make this determination and modification.*
5. *Cleared by Arrest – At least one individual has been arrested for the offense. The supplement must contain name, DOB, address etc. of arrested party.*
6. *Pending Warrants Obtained – IBR which resulted in a warrant placed on file.*
7. *Unfounded – The investigation indicates the incident did not occur. (NOTE: An incident can be classified as unfounded only when the preponderance of evidence through investigation determines that an alleged incident did not occur.) For a classification of “unfounded”, the reasons for the finding must be stated in the investigative summary. The assigned detective shall make this determination and modification.*
8. *Exceptional Clearance – Identity of the suspect is known, but something prevents the arrest (i.e. the suspect is known, but the victim refuses to cooperate in the prosecution or the suspect is deceased). The assigned detective shall make this determination and modification. The following four criteria have to be met:*
 - a. *The investigation definitely established the identity of the offender, including full name, age, race and sex.*
 - b. *There is enough information to support an arrest and to turn over to the court for prosecution.*
 - c. *The exact location of the offender is known such that he/she could be immediately taken into custody.*
 - d. *There is some reason outside police control that prevents the arrest, charging, and prosecution of the offender.*

NOTE: A case status change to exceptional clearance must include the name of the Commonwealth’s Attorney that has approved the IBR status change in the notes field.

- F. *The right to modify offense codes on incident reports is restricted to detectives, detective supervisors and data operations personnel. Any changes to offense codes shall be completed within 30 days of the inception of the report. The reason for the change of offense classification shall be appended to the officer’s narrative. The ability to change the wording in any report narrative is restricted. Users will only be permitted to append information within report narratives.*
- G. *Case status shall be modified, when applicable in case management. Modifying case status shall be restricted to detectives, detective supervisors and data operations personnel. Case status shall not be modified on the first page of an incident report unless the incident has not been assigned in case management.*

V. DEFINITIONS

- A. INCIDENT – An incident is defined as one or more offenses committed by the same offender or group of offenders acting in concert and at the same time and place, as well as non-criminal matters or activities for which a police report is required.
- B. INCIDENT-BASED REPORT (IBR) – The IBR provides for the recording of information describing the incident, offense, victim, suspect, vehicles, property, public narrative *and* officer's narrative. Virginia State IBR Guidelines determine the offense classification(s) and types of information required based on the circumstances of the incident.
- C. IDENTIFYING INFORMATION – Includes, but is not limited to: (1) name; (2) date of birth; (3) social security number; (4) driver's license number; (5) address; (6) passport; (7) any other numbers or information that can be used to access a person's financial resources, obtain identification, act as identification or be used to obtain goods or services.

VI. PROCEDURES

- A. Responsibilities of the Reporting Officer(s):
 - 1. The Division of Emergency Communications (DEC) will provide the officer with an incident identification number, by marking the officer out of service on that call regardless of whether or not the officer was dispatched by DEC. This includes situations when the officer effects an arrest while working off-duty, working at the Warrant and Information Services Unit, DPR or in any situation where the incident was not assigned by DEC.
 - a) DEC will provide the officer with a twelve (12) digit (YYYY-MMDD-####) incident number. The officer will enter the number in the appropriate field(s) on the IBR. The officer shall complete the IBR form using MFR. The officer, when clearing from the call, must use the disposition code of 40 as the first code given.
 - b) In situations where an officer is investigating one incident and discovers or is informed of other offenses that are occurring or have occurred, and the offenses are not related to the original incident, the officer must obtain a separate *computer aided dispatch* (CAD) number and complete a separate IBR.
 - c) *An IBR shall be completed for all executed search warrants. If the search warrant is a secondary incident, it shall be listed as a subsequent offense on the IBR (i.e. incidents involving arrests or search warrants obtained at crime scenes). The incident code for all drug-related search warrants, including documents, cellular phones or any other warrant used in support of a narcotics investigation, is 99SWD. All other search warrants will be entered as 99SWO.*

2. When an officer responds to the location of the complainant/victim, the officer will conduct a preliminary investigation. The officer will attempt to locate and identify the victim(s), identify and arrest the suspect(s) and record the required information.
3. If an officer is unsure if a crime has occurred, he/she will consult with a supervisor before submitting a report. If a supervisor is unavailable, the officer will record all information necessary for completion of the report in his/her notebook and submit the report after consulting with a supervisor. At no time, will the submission of a report be delayed beyond the officer's completion of the tour of duty.
4. Officers shall use discretion in determining whether an IBR report shall be taken when the jurisdiction of offense cannot be determined. In most cases, when the jurisdiction of offense is unknown, information regarding the offense will be placed in the "Append Note Section" of the CAD call by the officer using *I/Mobile on the mobile data computer* (MDC). The complainant shall be given the CAD number of the call if no IBR is taken.
5. Procedure for Jurisdiction of Origin of Fraud Crimes:
 - a) If a person's identifying information has been fraudulently used without authorization, the transaction or use of information transpired in the City of Richmond, and the person is deemed a victim of Identity Theft in the City of Richmond, an IBR will be taken and the case will be investigated.
 - b) If a person's identifying information has been fraudulently used without authorization, the victim is a City resident, and the transaction occurred outside the City, an IBR report will be taken and screened as inactive.
 - c) If a person's identifying information has been fraudulently used without authorization, and the victim is not a City resident but the transaction occurred outside the City, an IBR will not be taken and the complainant will be referred to the appropriate agency.
6. If the officer determines that the offense, other than fraud crimes as described in the previous section, did not occur in the City of Richmond, a report will not be taken and the officer shall append notes to the CAD call by using the MDC. The officer shall direct the complainant to the appropriate reporting agency.
7. All officers must complete IBRs prior to marking off their assigned tour of duty including on and off-duty assignments.
8. After completing the preliminary investigation and the IBR, the officer shall check the report for errors, and, if error free, mark the report "Ready to be Submitted" (RTBS) and submit the report for supervisory review. The supervisor, at the earliest possible time, shall review the IBR, and approve or deny it electronically. If the report was done on paper the officer shall contact his/her immediate supervisor and arrange a time to review the IBR. The

supervisor shall review and sign the paper report in the appropriate field and provide his/her code number. Once the supervisor electronically approves or signs off on the report, he/she is stating that the report is complete and correct.

9. If the supervisor has denied the report, it is the officer's responsibility to make all necessary corrections and/or additions, check the report for IBR errors, mark it RTBS and re-submit the report for supervisory review.

B. Responsibilities of the Officer's Supervisor:

1. All IBRs (Mobile Field Reporting and hand-written Missing Persons and Runaways) must be approved by a supervisor prior to the officer marking off their assigned tour.
2. If an IBR is rejected or denied by the supervisor, the report shall be corrected prior to the officer marking off their assigned tour of duty.
3. The supervisor will approve the report electronically or sign the paper report and legibly write his/her code number in the appropriate place. Once the supervisor electronically approves or signs off on the report, he/she is stating that the report is complete and correct.
4. If a paper report is submitted, the supervisor will ensure that the completed paper IBR is given to the DPR officer or the Precinct's *APSA* to be entered using the MFR. If neither of these is available to enter the report, it shall be forwarded to Data Operations to be entered. The standard for ensuring timely delivery of the report to the Warrant and Information Services Unit is two (2) hours.

C. Responsibilities of the Investigative Supervisor:

1. Reviews the IBR for accuracy and completeness;
2. Assigns the Incident Report in the PISTOL RMS for follow-up investigation;
3. Monitors the progress of the investigations and evaluate the results of the case; and,
4. Monitors the investigating officer's updates of the case in the PISTOL RMS to ensure that all investigating information on the case is available in the PISTOL Case Management System.

D. Responsibilities of Investigative Personnel:

1. If the detective makes an arrest as the result of the follow-up investigation, the arresting detective will prepare a case folder for the Commonwealth's Attorney's Office.
2. In cases where a uniformed officer makes an arrest, the detective will perform the necessary follow-up to find out if the arrestee has committed any other offenses.

3. Update the incident in the PISTOL RMS to ensure that ***all pertinent information, including related names, property and vehicles are entered on the report and the case status is up-to-date and accurate.***

E. Responsibilities of Off-Duty Officers:

1. If the off-duty officer has access to the MFR application and Department equipment, the officer shall enter the report using MFR and it shall be submitted for supervisory review electronically. If the ***officer does not have access to the MFR application then the officer shall call for an on-duty officer to enter the report electronically.***
2. If a supervisor is not available, the off-duty officer will notify DEC to contact the nearest available supervisor. That supervisor will review the report, sign it and forward to the appropriate unit for entry.

F. Responsibilities of the Differential Police Response (DPR) Officers:

Follow the guidelines for entering ***reports using*** MFR.

G. Responsibilities of the Administrative Program Support ***Assistant:***

May enter approved IBRs using MFR.

VII. FORMS

A. IBR

B. Supplemental IBR Form